



GREAT WALSTEAD  
SCHOOL

### Job Description

**Job Title:** Gardener  
**Responsible to:** Operations Manager

#### Main Purpose of role

Responsible for the overall presentation the school gardens including ongoing maintenance and development. Creating garden environments that are enjoyable, safe and secure for all users.

#### Key Responsibilities

- Carry out a varied range of gardening duties requiring minimum supervision and using own initiative. Including weeding, digging, edging, pruning, seed sowing, plant cultivation, bed preparation and planting.
- Bring to life the design of a secret garden in the old walled kitchen garden, working with the designer to create a stimulating and fun outdoor learning environment.
- Lawn maintenance and cultivation
- Use of a wide range of hand tools, horticultural machinery and other powered hand tools.
- Ensuring all the tools, garden equipment and machinery are correctly maintained and serviced, that they are kept in good and safe working order.
- Review and update garden plan annually
- Organising comprehensive and regular watering in dry weather.
- To develop existing planting schemes for the borders and shrubberies around the school site as a part of the annual gardening plan.
- Developing a system for producing compost.
- Have an extensive knowledge of all aspects of horticulture, including soil conditions, pruning of shrubs and use of fertilisers.
- Animal welfare of small poultry flock
- Assisting with the management of the extensive woodland, lakes and streams.

#### Security

- Challenge any unknown persons seen on site
- Monitor visitors/contractors working on site
- Secure buildings at the end of the day

**Health and Safety**

- To ensure sound Health and Safety practices are being adhered to providing a safe working environment for everyone working or using the gardens.
- Manage risk assessments of gardening operations
- The safe use of pesticides and other treatments in line with COSHH regulations.

The above activities are an indication of the nature of the work routine and is not an exhaustive list of expectations. During quieter periods you may be involved in other duties to support the premise team.

**Person Specification**

<b>Selection Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Qualifications</b>	Basic education to include English and Maths and to GCSE level or equivalent	Horticultural qualifications NPTC PA1/PA6 spraying qualifications Suitable chainsaw qualification C30/31 Full driving licence	Application form/certificates
<b>Experience</b>	Previous extensive practical horticultural experience.	Experience of working in a large estate or similar environment. Experience of managing extensive woodland	Application form/interview/ references
<b>Knowledge</b>	Understand safe working practices and health and safety legislation  Tree, shrub and plant identification.  The ability to identify diseased trees and invasive and non-native plant species.	Health and Safety qualifications Ability to use computer systems (training will be provided)	Application form/ interview/ references
<b>Skills</b>	Good interpersonal and communication and customer service skills. Professional manner and approach. Sound organisational, prioritising and time management skills. Ability to work on your own initiative		Interview/ references
<b>Personal Qualities</b>	Must be physically fit and be able to work outside in all weather conditions. Excellent attendance and punctuality.		Interview/ references

	Positive and enthusiastic Integrity, tact and diplomacy Flexible, confident and polite attitude Commitment to the values and ethos of the School. Willingness to undertake training		
<b>Special Conditions</b>	Uniform will be provided PPE provided and must be worn		

